



Data Formats: WDE636 - WISE Report of Student Disciplinary Actions and Crime and Violence

Collection Window: 6/01/2011 – 07/01/2011

This document contains all the information needed to manage the data elements for both 630 and 631 reports. Please note that **additional** elements have been added to this collection.

A summary of the information in this document is as follows:

Student Disciplinary Action Elements (WDE630 with additions)

Disciplinary Incident Elements (WDE631 with additions)

Business Rules

CSV format files

Contact Info

Any updates to this document will be sent out to all districts as needed.

This page explains the code values or keys that are used on the tabs in this document.

CODE KEYS on the Business Rules Tab:

Violation Severity	Description
F	Fatal Error
W	Warning
T	Truncate field

Term	Description
Name Characters	Name characters are the characters that are valid in a person's name. These values are: Alpha, apostrophes, hyphens, spaces and the number 3.

Student Disciplinary Action Data Elements (WDE630 with Additions)

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
1	WISERID	8	Must conform to the rules for valid WISER IDs.	The WDE 8-digit state assigned student record identifier
2	StudentLastName	1-25	Name characters	Student's last name
3	StudentFirstName	1-15	Name characters	Student's first name
4	StudentMiddleName	0-15	Name characters (Optional)	Student's middle name or initial
5	StudentNameSuffix	0-8	Alpha and periods (Optional)	Generation indicator i.e. Sr, Jr, III
6	StudentGradeLevel	2	PK, HK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	Report students based on their current grade level placement. This should be the same grade level for which they will be reported in the year-end ADM report. PK- Pre Kindergarten KG- Full day Kindergarten HK- Half day Kindergarten
7	StudentDateOfBirth	8	YYYYMMDD	Student's date of birth
8	StudentGender	1	M, F	Student's gender
9	StudentELL	1	Y, N	Is the student an English Language Learner (ELL)? English Language Learner (ELL) Student. Any student on October 1: (i.) Who is newly enrolled in the district or who enrolled in the district after the State annual ELL assessment was given in the prior school year; and has been identified and evaluated by the district as being of limited English proficiency; or (ii.) Who is returning to the district from the previous school year; and A) Who took the State's annual ELL assessment in the prior school year and has not yet achieved the "proficiency" level (grades K-2) or the "transitional" level (grades 3-12).
10	SchoolID	7	A valid school Id. It must be within the district identified by field #10.	The WDE 7-digit ID for the school of the student's enrollment.
11	DistrictID	7	A valid 7-digit district ID.	The WDE 7-digit ID for the district submitting the student's data.
30	AsianRace	1	Y, N	Is this student of the Asian Race?
31	BlackRace	1	Y, N	Is this student of the Black Race?
32	IndianRace	1	Y, N	Is this student of the American Indian/Alaskan Native Race?
33	PacificIslanderRace	1	Y, N	Is this student of the Native Hawaiian or Pacific Islander Race?
34	WhiteRace	1	Y, N	Is this student of the White Race?
35	HispanicEthnicity	1	Y, N	Is this student of the Hispanic or Latino Ethnicity?
13	StudentIDEA	1	Y, N	At the time of the incident, did this student have an Individual Education Plan (IEP) under IDEA?
14	StudentActionDate	8	YYYYMMDD	Date of the student's disciplinary action

Student Disciplinary Action Data Elements (WDE630 with Additions)

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
15	StudentAction	1	I, O, A, H, J, E, S, R, N	<p>Disciplinary action taken by the school/district.</p> <p>I - In School Suspension O - Out of School Suspension* A - Alternative Placement by School Personnel H - Alternative Placement by Hearing Officer due to IDEA J - Juvenile Court System E - Expulsion (No Educational Services Provided) S - Expulsion (Educational Services Provided) R - Removal for Other Reasons (Death, Withdrawal, Incarceration) N - No Action Taken</p> <p>* - Suspensions should not be for more than 10 days unless the Superintendent or the Board of Trustees provided the student an opportunity for a hearing (WS 21-4-305) (see StudentHearingOffered)</p>
16	InitialAlternativePlacement	1	Y, N	<p>Did the initial student action include alternative placement?</p> <p>If the StudentAction was reported as A or H, this element must be Y. If the StudentAction was reported as R or N, this element must be N.</p>
17	StudentModifiedExpulsion	0-2	MO, MI, NO, NI (Conditional)	<p>MO - Modified expulsion due to reasons other than IDEA MI - Modified expulsion due to IDEA NO - Expulsion not modified due to reasons other than IDEA NI - Expulsion not modified due to IDEA</p> <p>If the StudentAction was reported as E or S, this element is required.</p>
18	ModifiedAlternativePlacement	0-1	Y, N (Conditional)	<p>Did the modified expulsion include alternative placement?</p> <p>If the StudentModifiedExpulsion was reported as MO or MI, then this element is required.</p>
19	StudentDuration	1-3,0-2	Numeric value with 1-3 numbers before the decimal and, optionally, 2 numbers after the decimal. Value must be rounded to the nearest increment of 0.25.	<p>Duration (in school days or calendar days) of the disciplinary action. See below for details.</p> <p>In School Suspension - Count in school days Out of School Suspension - Count in school days Juvenile Court System - Count in calendar days Expulsion (Non-Modified) - Count in calendar days Expulsion (Modified) - Count of days must match the modified student action days</p>
20	StudentSequence	1	1, 2, 3, 4, 5, 6, 7, 8, 9	<p>Sequence number for THIS STUDENT ON THIS DATE AT THIS SCHOOL.</p> <p>Use 1 if this is the <u>first</u> disciplinary action for this student on this date at this school. Use 2 if this is the <u>second</u> disciplinary action for this student on this date at this school, etc. Sequence numbering begins anew each day.</p>
21	StudentHearingOffered	1	Y, N	<p>Was the student offered a hearing for this disciplinary action?</p> <p>* - Suspensions should not be for more than 10 days unless the Superintendent or the Board of Trustees provided the student an opportunity for a hearing (WS 21-4-305) (see StudentAction)</p>

Student Disciplinary Action Data Elements (WDE630 with Additions)

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
22	StudentHearingStatus	0-1	C, P, R (Conditional)	What is the status of the hearing for this disciplinary action? C - Hearing has been completed P - Hearing is pending R - Hearing was refused by student's parent(s) If StudentHearingOffered was reported as Y, then this field is required. If the StudentHearingOffered was reported as N, then leave this field blank.
23	StudentGang	1	Y, N	Is this student involved in a gang?
24	StudentAlcohol	1	Y, N	Was the student involved in the use of alcohol; was he/she under the influence of alcohol based on testing or investigation done by police; or was alcohol possession, sale, or use a factor in this disciplinary action?
25	StudentDrugs	1	Y, N	Was the student involved in the use of drugs; was he/she under the influence of drugs based on testing or investigation done by police; or was drug possession, sale, or use a factor in this disciplinary action?
26	StudentFightRelated	1	Y, N	An incident is considered "fight related" if there is a physical altercation wherein a person knowingly or intentionally touches another person in a rude, insolent, or angry manner causing or intending to cause bodily injury.

Student Disciplinary Action Data Elements (WDE630 with Additions)

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
27	StudentWeaponType	1	H, R, F, M, K, O, U, N	<p>Type of weapon, if the incident involved a weapon.</p> <p><u>Firearms</u></p> <p>H - Handgun (includes zip guns and pistols)</p> <p>R - Rifle or Shotgun</p> <p>F - Other Firearm (As defined in 18 USC 921:</p> <ol style="list-style-type: none"> 1. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive (includes a starter gun) 2. the frame or receiver of any weapon described above 3. any firearm muffler or firearm silencer 4. any destructive device (as listed below) <ol style="list-style-type: none"> a. explosive, incendiary, or poison gas <ol style="list-style-type: none"> i. Bomb ii. Grenade iii. Rocket having a propellant charge of more than four ounces iv. Missile having an explosive or incendiary charge of more than one-quarter ounce v. Mine vi. Similar device b. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter c. any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled <p>M - Multiple Firearms</p> <p><u>Other Weapons</u></p> <p>K - Knife (blade longer than 2 inches)</p> <p>O - Other Weapon (includes: toy guns, cap guns, BB guns, pellet guns, any with barrel that has a bore of less than one-half inch in diameter, or a knife with a blade of 2 inches or less)</p> <p>U - Unknown Weapon</p> <p><u>N - No Weapon</u></p>
28	StudentInjury	1	N, M, S	<p>Report the most severe injury inflicted by this student:</p> <p>N - No injury - No one was physically injured during the course of the incident.</p> <p>M - Minor injury - At least one participant received a minor physical injury as a result of the incident. A minor injury is one that does not require professional medical attention such as a scrape on the body, knee or elbow; and/or minor bruising. Medical attention from the school nurse qualifies the injury as minor unless further medical attention is required.</p> <p>S - Major injury - At least one participant received a major physical injury as a result of the incident. A major injury is one that requires professional medical attention which may include, but is not limited to, a bullet wound, a stab or puncture wound, fractured or broken bones, concussions, cuts requiring stitches, and any other injury with profuse or excessive bleeding.</p>
29	IncidentReferenceNumber	5	Numeric value between 1 and 99999	The reference number for the incident. This number is used to associate the incident data provided in the Discipline Incident file with each student involved in the incident.

Discipline Incident Data Elements (WDE631 with Additions)

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
101	IncidentReferenceNumber	1-5	Numeric value between 1 and 99999	A unique reference number for this incident at this school. This number will allow a school to find the record kept of this incident at a future date. It can be up to 5 digits long. Reference numbers must be unique within a school.
102	SchoolID	7	A valid 7-digit school ID. It must be within the district identified by field #103.	The school in which the incident occurred.
103	DistrictID	7	A valid 7-digit district ID.	The district in which the incident occurred.
104	IncidentType	3	ALC, ARS, BAT, BRK, DOC, DRG, FIT, HOM, MVT, OMC, ROB, STL, SXB, SXH, SXO, TBC, TRE, TRS, VAN, WPO, NRI, HAR, BUL, CBL	<p>Type of incident.</p> <p>ALC - Alcohol ARS - Arson BAT - Battery BRK - Breaking and Entering / Burglary DOC - Disorderly Conduct DRG - Drugs (excluding alcohol) FIT - Fighting HOM - Homicide MVT - Motor Vehicle Theft OMC - Other Major Offenses / Unclassified ROB - Robbery STL - Larceny/Theft SXB - Sexual Battery SXH - Sexual Harassment SXO - Sex Offenses TBC - Tobacco TRE - Threat / Intimidation TRS - Trespassing VAN - Vandalism WPO - Weapons Possession NRI - Minor Offenses HAR - Harassment, Nonsexual BUL - Bullying CBL - Cyber Bullying</p> <p>For complete definitions, please refer to the WDE636 Guidebook.</p>
105	IncidentInjury	1	N, M, S	<p>Report the most severe injury:</p> <p>N - No injury - No one was physically injured during the course of the incident.</p> <p>M - Minor injury - At least one participant received a minor physical injury as a result of the incident. A minor injury is one that does not require professional medical attention such as a scrape on the body, knee or elbow; and/or minor bruising. Medical attention from the school nurse qualifies the injury as minor unless further medical attention is required.</p> <p>S - Major injury - At least one participant received a major physical injury as a result of the incident. A major injury is one that requires professional medical attention which may include, but is not limited to, a bullet wound, a stab or puncture wound, fractured or broken bones, concussions, cuts requiring stitches, and any other injury with profuse or excessive bleeding.</p>

Discipline Incident Data Elements (WDE631 with Additions)

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
106	IncidentDate	8	YYYYMMDD	Date of incident
107	IncidentContext	1	D, S, N	Context of the incident. Identifies the time and sponsor of the incident. D - During school hours S - Outside school hours and AT a school-sponsored activity N - Outside school hours and NOT at a school-sponsored activity
108	IncidentLocation	1	C, O, T	Location of the incident. C - On school grounds or on campus O - At a school-sponsored off-campus activity T - School-sponsored transportation. Includes school bus stops only when the bus is at the stop
109	IncidentOffender	1	S, N, B, U	The type of offender(s) involved in the incident. S - Student N - Non-student B - Both students and non-students U - Unknown
110	IncidentReporter	1	A, T, O, P, S, X, U	Who reported the incident? A - Administrator T - Teacher O - Other School Staff P - Police S - Student X - Other U - Unknown / Anonymous
111	IncidentPoliceReport	1	Y, N	Was the incident reported to the police?
112	IncidentVictim	1	A, T, O, P, S, X, U, Z	The type of victim involved in the incident. A - Administrator T - Teacher O - Other School Staff P - Police S - Student X - Other U - Unknown Z - Not applicable, i.e., there was no victim
113	IncidentGangRelated	1	Y, N	Was the incident gang-motivated, caused by gang membership, or was gang membership a contributing cause? For example, vandalism or robbery might be part of an initiation.
114	IncidentHateCrime	1	Y, N	Was the incident motivated by hate due to some characteristic or perceived characteristic of the victim?
115	IncidentAlcohol	1	Y, N	Did the incident involve the use of alcohol; were the perpetrators using or under the influence of alcohol based on testing or investigation done by police; or was the incident somehow related to alcohol possession, sale or use?
116	IncidentDrugs	1	Y, N	Did the incident involve the use of drugs; were the perpetrators using or under the influence of drugs based on testing or investigation done by police; or was the incident somehow related to drug possession, sale or use?

Discipline Incident Data Elements (WDE631 with Additions)

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
117	IncidentWeaponType	1	H, R, F, M, K, O, U, N	<p>Type of weapon, if the incident involved a weapon.</p> <p><u>Firearms</u> H - Handgun (includes zip guns and pistols) R - Rifle or Shotgun F - Other Firearm (As defined in 18 USC 921: 1. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive (includes a starter gun) 2. the frame or receiver of any weapon described above 3. any firearm muffler or firearm silencer 4. any destructive device (as listed below) a. explosive, incendiary, or poison gas i. Bomb ii. Grenade iii. Rocket having a propellant charge of more than four ounces iv. Missile having an explosive or incendiary charge of more than one-quarter ounce v. Mine vi. Similar device b. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter c. any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled M - Multiple Firearms</p> <p><u>Other Weapons</u> K - Knife (blade longer than 2 inches) O - Other Weapon (includes: toy guns, cap guns, BB guns, pellet guns, any with barrel that has a bore of less than one-half inch in diameter, or a knife with a blade of 2 inches or less) U - Unknown Weapon</p> <p><u>N - No Weapon</u></p>
118	IncidentValue	0-9, 0-2	Numeric value with 1-9 numbers before the decimal and, optionally, 2 numbers after the decimal.	If the incident results in a quantifiable dollar loss amount for any party, that figure should be recorded.

WDE636 - Business Rules						
SRM Rule#	File	Field #	Fatal Error or Warning	Business Rule Description	Detailed Description This description is used on the record detail page. It may contain record specific information.	Summary Description This description is used on the trial summary. It cannot contain record specific information.
R7000	Action	1-3, 6-16, 19-21, 23-29	F	All Student Disciplinary Action fields are required except 4, 5, 17, 18, and 22.	The Student Disciplinary Action record is missing the field <i>StudentFirstName</i> .	Missing a required Student Disciplinary Action field
R7001	Incident	101-117	F	All Discipline Incident fields except 118 are required.	The Discipline Incident record is missing the field <i>IncidentType</i> .	Missing a required Discipline Incident field
R7003	Action	2-5	W, T	The field cannot exceed its maximum allowable and will be truncated.	The <i>StudentLastName</i> field exceeds its maximum allowable length of 25 character(s). This field will be truncated.	Field is too long and will be truncated
R7005	Action	17	F	If the StudentAction was reported as E or S, then StudentModifiedExpulsion is required.	If StudentAction is E or S, StudentModifiedExpulsion is required.	Missing StudentModifiedExpulsion
R7006	Action	18	F	If the StudentModifiedExpulsion was reported as MO or MI, then ModifiedAlternativePlacement is required.	If StudentModifiedExpulsion is MO or MI, ModifiedAlternativePlacement is required.	Missing ModifiedAlternativePlacement
R7007	Action	22	F	If the StudentHearingOffered was reported as Y, then StudentHearingStatus is required.	If StudentHearingOffered is Y, StudentHearingStatus is required.	Missing StudentHearingStatus
R7100	Action	1	F	Verify the WISER ID against valid IDs maintained by WDE.	The field WISER ID is not a valid active or retired WISER ID	WISER ID is not valid
R7101	Action	2	F	Verify the WISER ID is not in the list of retired IDs maintained by WDE.	The WISER ID is not an active WISER ID	WISER ID is retired
R7200	Action	6	F	Code value must be PK, HK, KG, 01 through 12 (does not accept UN). Right-justified and zero-filled.	StudentGradeLevel must be one of PK, HK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, or 12	StudentGradeLevel is not valid
R7201	Action	8	F	Code value must be either M or F (does not accept U)	StudentGender must be one of M or F.	StudentGender is not valid
R7202	Action	9	F	Code value must be Y or N.	StudentELL must be one of Y or N.	StudentELL is not valid
R7247	Action	30	F	Code value must be Y or N.	AsianRace must be one of Y or N.	AsianRace is not valid
R7248	Action	31	F	Code value must be Y or N.	BlackRace must be one of Y or N.	BlackRace is not valid
R7249	Action	32	F	Code value must be Y or N.	IndianRace must be one of Y or N.	IndianRace is not valid
R7250	Action	33	F	Code value must be Y or N.	PacificIslanderRace must be one of Y or N.	PacificIslanderRace is not valid
R7251	Action	34	F	Code value must be Y or N.	WhiteRace must be one of Y or N.	WhiteRace is not valid
R7252	Action	35	F	Code value must be Y or N.	HispanicEthnicity must be one of Y or N.	HispanicEthnicity is not valid
R7253	Action	30-35	F	At least one race must be Y.	At least one of the fields AsianRace, BlackRace, IndianRace, PacificIslanderRace, and WhiteRace must have the value Y.	At least one race must be Y.
R7254	Action		W	No students were reported with multiple races.	No students with multiple races were reported. This may mean that the new federal race and ethnicity fields were not handled correctly.	No students with multiple races.
R7255	Action		W	No hispanic students were reported.	No records with the field HispanicEthnicity set to Y. This may mean that the new federal race and ethnicity fields were not handled correctly.	No hispanic students.
R7204	Action	13	F	Code value must be Y or N.	StudentIDEA must be one of Y or N.	StudentIDEA is not valid
R7205	Action	15	F	Code value must be I, O, A, H, J, E, S, R, or N.	StudentAction must be one of I, O, A, H, J, E, S, R, or N.	StudentAction is not valid
R7206	Action	16	F	Code value must be Y or N.	InitialAlternativePlacement must be one of Y or N.	InitialAlternativePlacement is not valid
R7207	Action	17	F	Code value must be MO, MI, NO, or NI.	StudentModifiedExpulsion must be one of MO, MI, NO, or NI.	StudentModifiedExpulsion is not valid
R7208	Action	18	F	Code value must be Y or N.	ModifiedAlternativePlacement must be one of Y or N.	ModifiedAlternativePlacement is not valid
R7209	Action	21	F	Code value must be Y or N.	StudentHearingOffered must be one of Y or N.	StudentHearingOffered is not valid
R7210	Action	22	F	Code value must be C, P, or R.	StudentHearingStatus must be one of C, P, or R.	StudentHearingStatus is not valid
R7211	Action	23	F	Code value must be Y or N.	StudentGang must be one of Y or N.	StudentGang is not valid
R7212	Action	24	F	Code value must be Y or N.	StudentAlcohol must be one of Y or N.	StudentAlcohol is not valid
R7213	Action	25	F	Code value must be Y or N.	StudentDrugs must be one of Y or N.	StudentDrugs is not valid
R7214	Action	26	F	Code value must be Y or N.	StudentFightRelated must be one of Y or N.	StudentFightRelated is not valid
R7215	Action	27	F	Code value must be H, R, F, M, K, O, U, or N.	StudentWeaponType must be one of H, R, F, M, K, O, U, or N.	StudentWeaponType is not valid
R7216	Action	28	F	Code value must be N, M, or S.	StudentInjury must be one of N, M, or S.	StudentInjury is not valid
R7217	Action	19	F	If the StudentAction was reported as N, then StudentDuration must be zero.	If StudentAction is N, StudentDuration must be zero.	StudentDuration is not valid
R7218	Action	19	F	If the StudentAction was reported as E or S, then StudentDuration must be greater than or equal to 366, rounded to the nearest 0.25.	If StudentAction is E or S, StudentDuration must be greater than or equal to 366, rounded to the nearest 0.25	StudentDuration is not valid

WDE636 - Business Rules

SRM Rule#	File	Field #	Fatal Error or Warning	Business Rule Description	Detailed Description This description is used on the record detail page. It may contain record specific information.	Summary Description This description is used on the trial summary. It cannot contain record specific information.
R7219	Action	19	F	If the StudentAction was reported as I, O, A, H, J, or R, then StudentDuration must be between 0.25 and 366, rounded to the nearest 0.25.	If StudentAction is I, O, A, H, J, or R, StudentDuration must be between 0.25 and 366, rounded to the nearest 0.25.	StudentDuration is not valid
R7220	Action	20	F	Value must be between 1 and 9.	StudentSequence must be between 1 and 9.	StudentSequence is not valid
R7221	Action	29	F	Value must be between 1 and 99999.	IncidentReferenceNumber must be between 1 and 99999.	IncidentReferenceNumber is not valid
R7222	Action	16	F	If the StudentAction was reported as A or H, then InitialAlternativePlacement must be Y.	If StudentAction is A or H, InitialAlternativePlacement must be Y.	InitialAlternativePlacement must be Y
R7223	Action	16	F	If the StudentAction was reported as R or N, then InitialAlternativePlacement must be N.	If StudentAction is R or N, InitialAlternativePlacement must be N.	InitialAlternativePlacement must be N
R7224	Action	22	F	If the StudentHearingOffered was reported as N, then StudentHearingStatus must be blank.	If StudentHearingOffered is N, StudentHearingStatus must be blank.	StudentHearingStatus must be blank
R7225	Incident	101	F	Value must be between 1 and 99999.	IncidentReferenceNumber must be between 1 and 99999.	IncidentReferenceNumber is not valid
R7226	Incident	104	F	Code value must be ALC, ARS, BAT, BRK, DOC, DRG, FIT, HOM, MVT, OMC, ROB, STL, SXB, SXH, SXO, TBC, TRE, TRS, VAN, WPO, NRI, HAR, BUL, or CBL.	IncidentType must be one of ALC, ARS, BAT, BRK, DOC, DRG, FIT, HOM, MVT, OMC, ROB, STL, SXB, SXH, SXO, TBC, TRE, TRS, VAN, WPO, NRI, HAR, BUL, or CBL.	IncidentType is not valid
R7227	Incident	105	F	Code value must be N, M, or S.	IncidentInjury must be one of N, M, or S.	IncidentInjury is not valid
R7228	Incident	107	F	Code value must be D, S, or N.	IncidentContext must be one of D, S, or N.	IncidentContext is not valid
R7229	Incident	108	F	Code value must be C, O, or T.	IncidentLocation must be one of C, O, or T.	IncidentLocation is not valid
R7230	Incident	109	F	Code value must be S, N, B, or U.	IncidentOffender must be one of S, N, B, or U.	IncidentOffender is not valid
R7231	Incident	110	F	Code value must be A, T, O, P, S, X, or U.	IncidentReporter must be one of A, T, O, P, S, X, or U.	IncidentReporter is not valid
R7232	Incident	111	F	Code value must be Y or N.	IncidentPoliceReport must be one of Y or N.	IncidentPoliceReport is not valid
R7233	Incident	112	F	Code value must be A, T, O, P, S, X, U, or Z.	IncidentVictim must be one of A, T, O, P, S, X, U, or Z.	IncidentVictim is not valid
R7234	Incident	113	F	Code value must be Y or N.	IncidentGangRelated must be one of Y or N.	IncidentGangRelated is not valid
R7235	Incident	114	F	Code value must be Y or N.	IncidentHateCrime must be one of Y or N.	IncidentHateCrime is not valid
R7236	Incident	115	F	Code value must be Y or N.	IncidentAlcohol must be one of Y or N.	IncidentAlcohol is not valid
R7237	Incident	116	F	Code value must be Y or N.	IncidentDrugs must be one of Y or N.	IncidentDrugs is not valid
R7238	Incident	117	F	Code value must be H, R, F, M, K, O, U, or N.	IncidentWeaponType must be one of H, R, F, M, K, O, U, or N.	IncidentWeaponType is not valid
R7239	Action	15	F	If StudentIDEA is Y, StudentAction cannot be E.	If StudentIDEA is Y, StudentAction cannot be E.	StudentAction is not valid
R7240	Action	13	F	If StudentAction is H, StudentIDEA must be Y.	If StudentAction is H, StudentIDEA must be Y.	StudentIDEA is not valid
R7241	Incident	108	F	If IncidentContext is N, then IncidentLocation cannot be O.	If IncidentContext is N, IncidentLocation cannot be O.	IncidentLocation is not valid
R7242	Incident	111	F	If IncidentReporter is P, then IncidentPoliceReport must be Y.	If IncidentReporter is P, IncidentPoliceReport must be Y.	IncidentPoliceReport is not valid
R7243	Incident	111	F	If IncidentVictim is P, then IncidentPoliceReport must be Y.	If IncidentVictim is P, IncidentPoliceReport must be Y.	IncidentPoliceReport is not valid
R7244	Incident	112	F	If IncidentType is BAT, FIT, HOM, SXB, SXH, SXO, or TRE, then IncidentVictim cannot be Z.	If IncidentType is BAT, FIT, HOM, SXB, SXH, SXO, or TRE, IncidentVictim cannot be Z.	IncidentVictim is not valid
R7245	Incident	115	F	If IncidentType is ALC, then IncidentAlcohol must be Y.	If IncidentType is ALC, IncidentAlcohol must be Y.	IncidentAlcohol is not valid
R7246	Incident	116	F	If IncidentType is DRG, then IncidentDrugs must be Y.	If IncidentType is DRG, IncidentDrugs must be Y.	IncidentDrugs is not valid
R7300	Action	10	F	School ID verified against list of valid schools.	The student's SchoolID does not match any of the known SchoolIDs.	SchoolID is not valid
R7301	Incident	102	F	School ID verified against list of valid schools.	The incident's SchoolID does not match any of the known SchoolIDs.	SchoolID is not valid
R7302	Action	10, 11	F	This SchoolID must be in this District.	The student's school is a recognized school but it is not in the district.	The school is not in the district
R7303	Incident	102, 103	F	This SchoolID must be in this District.	The school associated with the disciplinary incident is a recognized school but it is not in the district.	The school is not in the district
R7400	Action	2-4	F	Student names may contain only alpha, spaces, hyphens, periods, apostrophes and the number three. All other special characters are rejected.	There is an invalid character in the student's name. Valid values are alphabetic characters, spaces, hyphens, periods, the number three and apostrophes.	Invalid character in student's name
R7401	Action	5	F	Student's name suffix may be alpha and periods. All other special characters are rejected.	There is an invalid character in the student's name suffix. Valid values are alphabetic characters and periods.	Invalid character in student's name suffix
R7402	Action	2-4	W	Names with the number three are an unusual case. The user should be informed when a name contains this value.	The student's name contains a "3". This is an unusual situation. Please verify the student's name.	Student's name contains a "3"

WDE636 - Business Rules						
SRM Rule#	File	Field #	Fatal Error or Warning	Business Rule Description	Detailed Description This description is used on the record detail page. It may contain record specific information.	Summary Description This description is used on the trial summary. It cannot contain record specific information.
R7403	Action	7, 14	F	The date must match the YYYYMMDD format and be a valid date. For example: 19950230 is not valid. There was no February 30th, 1995.	The date value 10281967 is invalid. A date must be in YYYYMMDD format and be a valid date.	Date is not valid
R7404	Incident	106	F	The date must match the YYYYMMDD format and be a valid date. For example: 19950230 is not valid. There was no February 30th, 1995.	The date value 10281967 is invalid. A date must be in YYYYMMDD format and be a valid date.	Date is not valid
R7405	Action	20, 29	F	Value must be numeric.	StudentSequence is not a numeric value.	Value is not a valid number
R7406	Action	19	F	Value must be a decimal number that conforms to the format specified for the data element.	StudentDuration is not a valid numeric value. The value must be a decimal number containing 1-3 digits before the decimal point and, optionally, 2 digits after the decimal point.	StudentDuration is not valid
R7407	Incident	101	F	Value must be numeric.	IncidentReferenceNumber is not a numeric value.	IncidentReferenceNumber is not a valid number
R7408	Incident	118	F	Value must be a decimal number that conforms to the format specified for the data element.	IncidentValue is not a valid numeric value. The value must be a decimal number containing 0-9 digits before the decimal point and, optionally, 2 digits after the decimal point.	IncidentValue is not valid
R7409	Action	2	F	Student's last name may not contain any of the common name suffixes: Jr., Sr., II, III, or IV.	The student's last name contains one of the common name suffixes: Jr., Sr., II, III, or IV. Please use the StudentNameSuffix field to report this information.	Name suffix included with StudentLastName
R7410	Action	1, 7, 8	F	WISERID, StudentDateOfBirth and Gender must match the ID list maintained by WDE	The combination of WISERID, StudentDateOfBirth and Gender does not match the information stored in SRS. The SRS record is (ID=3857857, Name=Mark L. Wells, BirthDate=7/23/1999).	StudentDateOfBirth or Student Gender does not match WISERID.
R7411	Action	1, 2, 3	W	WISERID, StudentFirstName, and StudentLastName must match the ID list maintained by WDE. Name comparisons are case insensitive and ignore the characters space, hyphen, apostrophe, and period.	The combination of WISERID, StudentFirstName and StudentLastName does not match the information stored in SRS. The SRS record is (ID=3857857, Name=Mark L. Wells, BirthDate=7/23/1999).	StudentFirstName and StudentLastName do not match WISERID.
R7412	Action	1,2,3,7,8	F	All rows which have the same StudentFirstName, StudentLastName, StudentGender, and StudentDateOfBirth must have the same WISERID.	This student record has the same StudentFirstName, StudentLastName, StudentGender, and StudentDateOfBirth as another student record, but the two records have different WISERIDs.	More than one WISERID for the same student
R7600	Action	11	F	District ID of the student does not match district of the REPORTING USER.	The field DistrictID does not match the district number of the current user.	Invalid DistrictID
R7601	Incident	103	F	District ID of the incident does not match district of the REPORTING USER.	The field DistrictID does not match the district number of the current user.	Invalid DistrictID
R7700	Action	6	W	Students in a grade that is not served by the school.	The StudentGradeLevel is not taught in the student's school.	StudentGradeLevel not taught in school
R7701	Action	6, 7	W	Grade level should be appropriate for the student's age.	The student's birth date is outside the expected range. Birth dates for grade 06 are expected to fall between 9/1/1999 and 9/1/2003.	The age of the student falls outside the expected bounds
R7702	Action	14, 20	F	If there are multiple disciplinary actions for a student on the same day, each action must be reported with a different sequence number. StudentSequence for the first incident must be 1, the second incident must be 2, etc. Up to 9 actions may be reported with the same StudentActionDate. There can be no gaps in the sequence numbers, and sequence numbering begins anew each day.	Multiple disciplinary actions are reported for the student with the same StudentActionDate. Each action must be reported with a different StudentSequence, starting with 1. Up to 9 actions may be reported for the student with the same StudentActionDate. There can be no gaps in the sequence numbers, and sequence numbering begins anew each day.	Invalid StudentSequence for StudentActionDate
R7703	Action	10, 29	F	There must be at least one Discipline Incident record corresponding to the Student Disciplinary Action with the same SchoolID and IncidentReferenceNumber.	There must be a Discipline Incident record corresponding to this Student Disciplinary Action. There is no Discipline Incident record for SchoolID 1101055 with IncidentReferenceNumber 100.	Missing Discipline Incident for Student Disciplinary Action

WDE636 - Business Rules						
SRM Rule#	File	Field #	Fatal Error or Warning	Business Rule Description	Detailed Description This description is used on the record detail page. It may contain record specific information.	Summary Description This description is used on the trial summary. It cannot contain record specific information.
R7704	Incident	101, 102, 109	F	If IncidentOffender is N or U, then there should not be a Student Disciplinary Action with the same SchoolID and IncidentReferenceNumber as the Discipline Incident.	If IncidentOffender is N or U, then there should not be a Student Disciplinary Action with the same SchoolID and IncidentReferenceNumber as this Discipline Incident. There is a Student Disciplinary Action for SchoolID 1101056 with IncidentReferenceNumber 1250.	Invalid Student Disciplinary Action for Discipline Incident
R7705	Incident	101, 102, 109	F	If IncidentOffender is S or B, then there must be at least one Student Disciplinary Action with the same SchoolID and IncidentReferenceNumber as the Discipline Incident.	If IncidentOffender is S or B, then there must be at least one Student Disciplinary Action with the same SchoolID and IncidentReferenceNumber as this Discipline Incident. There is no Student Disciplinary Action for SchoolID 1101056 with IncidentReferenceNumber 75.	Missing Student Disciplinary Action for Discipline Incident
R7706	Action	10, 29	F	If any of the following fields is Y: StudentGang, StudentAlcohol, StudentDrugs, or StudentFightRelated, or if either of the following fields is not N: StudentWeaponType, StudentInjury, there must be at least one Discipline Incident record corresponding to the Student Disciplinary Action with the same SchoolID and IncidentReferenceNumber.	If any of the following fields is Y: StudentGang, StudentAlcohol, StudentDrugs, or StudentFightRelated, or if either of the following fields is not N: StudentWeaponType, StudentInjury, then there must be a Discipline Incident record corresponding to this Student Disciplinary Action. There is no Discipline Incident record for SchoolID 1101055 with IncidentReferenceNumber 100.	Missing Discipline Incident for Student Disciplinary Action
R7800	Action	2-5, 7-9, 11, 30-35	F	Student data needs to be consistent if multiple disciplinary actions are reported for the student.	This student has differing values between multiple disciplinary actions. Verify that the student identified by the WISER ID is the same student and is defined consistently.	Inconsistent definition for a student with multiple disciplinary actions.
R7801	Incident	101, 102	F	The IncidentReferenceNumber must be unique for all incidents reported in the school.	There are duplicate incidents in this school. There are multiple Discipline Incident records that have the same IncidentReferenceNumber.	Duplicate incidents
R7900	Action	7, 14	F	StudentActionDate must be after StudentDateOfBirth	StudentActionDate is on or before StudentDateOfBirth	StudentActionDate is not valid
R7901	Action	14	F	StudentActionDate must be between 7/1/2010 and 6/30/2011.	StudentActionDate must be between 7/1/2010 and 6/30/2011.	StudentActionDate outside valid date range
R7902	Incident	106	F	IncidentDate must be between 7/1/2010 and 6/30/2011.	IncidentDate must be between 7/1/2010 and 6/30/2011.	IncidentDate outside valid date range

WDE636 Data Formats - CSV Submission files

Note: There are **TWO** separate CSV files that will be required in order to complete the WDE636 data collection. The formats for these files are below.

Student Disciplinary Action Elements

Field Number	Header Name	Length	Valid Values / Format (also see business rules)
file: action.csv			
1	WISERID	8	Must conform to the rules for valid WISER IDs.
2	StudentLastName	1-25	Name characters
3	StudentFirstName	1-15	Name characters
4	StudentMiddleName	0-15	Name characters
5	StudentNameSuffix	0-8	Alpha and periods
6	StudentGradeLevel	2	PK, HK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12
7	StudentDateOfBirth	8	YYYYMMDD
8	StudentGender	1	M, F
9	StudentELL	1	Y, N
10	SchoolID	7	A valid school Id. It must be within the district identified by field #10.
11	DistrictID	7	A valid 7-digit district ID.
12	AsianRace	1	Y, N
13	BlackRace	1	Y, N
14	IndianRace	1	Y, N
15	PacificIslanderRace	1	Y, N
16	WhiteRace	1	Y, N
17	HispanicEthnicity	1	Y, N
18	StudentIDEA	1	Y, N
19	StudentActionDate	8	YYYYMMDD
20	StudentAction	1	I, O, A, H, J, E, S, R, N
21	InitialAlternativePlacement	1	Y, N
22	StudentModifiedExpulsion	0-2	MO, MI, NO, NI
23	ModifiedAlternativePlacement	0-1	Y, N
24	StudentDuration	1-3,0-2	Numeric value with 1-3 numbers before the decimal and, optionally, 2 numbers after the decimal. Value must be rounded to the nearest increment of 0.25.
25	StudentSequence	1	1, 2, 3, 4, 5, 6, 7, 8, 9
26	StudentHearingOffered	1	Y, N
27	StudentHearingStatus	0-1	C, P, R
28	StudentGang	1	Y, N
29	StudentAlcohol	1	Y, N
30	StudentDrugs	1	Y, N
31	StudentFightRelated	1	Y, N
32	StudentWeaponType	1	H, R, F, M, K, O, U, N
33	StudentInjury	1	N, M, S
34	IncidentReferenceNumber	5	Numeric value between 1 and 99999

Discipline Incident Elements			
Field Number	Header Name	Length	Valid Values / Format (also see business rules)
file: incident.csv			
101	IncidentReferenceNumber	1-5	Numeric value between 1 and 99999
102	SchoolID	7	A valid 7-digit school ID. It must be within the district identified by field #103.
103	DistrictID	7	A valid 7-digit district ID.
104	IncidentType	3	ALC, ARS, BAT, BRK, DOC, DRG, FIT, HOM, MVT, OMC, ROB, STL, SXB, SXH, SXO, TBC, TRE, TRS, VAN, WPO,NRI, HAR, BUL, CBL
105	IncidentInjury	1	N, M, S
106	IncidentDate	8	YYYYMMDD
107	IncidentContext	1	D, S, N
108	IncidentLocation	1	C, O, T
109	IncidentOffender	1	S, N, B, U
110	IncidentReporter	1	A, T, O, P, S, X, U
111	IncidentPoliceReport	1	Y, N
112	IncidentVictim	1	A, T, O, P, S, X, U, Z
113	IncidentGangRelated	1	Y, N
114	IncidentHateCrime	1	Y, N
115	IncidentAlcohol	1	Y, N
116	IncidentDrugs	1	Y, N
117	IncidentWeaponType	1	H, R, F, M, K, O, U, N
118	IncidentValue	0-9, 0-2	Numeric value with 1-9 numbers before the decimal and, optionally, 2 numbers after the decimal.

Data Formats - SIF 2.4 Submission

This document describes the SIF objects and fields that an SIS must publish in order to participate in a state-wide SIF data collection in Wyoming. Pay special attention to the comments below each object.

SchoolInfo				
Report one SchoolInfo per school in the district. SRM handles the case where multiple SchoolInfo records with the same StatePrId, but different RefIds are published. It also handles receiving the two				
SIF Field Used	Field #	Field Name	Valid Values / Format	Comments
@RefId				
StateProvinceld	10, 102	SchoolID	See Data Elements.	
SchoolName				Displayed in the UI to the district user to help him identify the zone that he is syncing against when he runs a trial.
StudentPersonal				
Ideally, one StudentPersonal would be published for each student attending the district. However, SRM correctly handles the case where more than one StudentPersonal record is reported per student.				
SIF Field Used	Field #	Field Name	Valid Values / Format	Comments
@RefId				
StateProvinceld	1	WISERID	See Data Elements.	
Name/LastName	2	StudentLastName	See Data Elements.	
Name/FirstName	3	StudentFirstName	See Data Elements.	
Name/MiddleName	4	StudentMiddleName	See Data Elements.	
Name/Suffix	5	StudentNameSuffix	See Data Elements.	
Demographics/BirthDate	7	StudentDateOfBirth	YYYYMMDD	
Demographics/Gender	8	StudentGender	M, F	
Demographics/RaceList/Race/Code	26, 27, 28, 29, 30	Asian Race, Black Race, Indian Race, Pacific Islander Race, White Race	0999, 1000, 0998, 1001, 1002	
Demographics/HispanicLatino	31	HispanicEthnicity	Yes, No	
ELL	9	StudentELL	Yes, No	
StudentSchoolEnrollment				
Report one StudentSchoolEnrollment record per student, per school, per grade level, per school year.				
SIF Field Used	Field #	Field Name	Valid Values / Format	Comments
@RefId				
@StudentPersonalRefId				
@SchoolInfoRefId				
@SchoolYear				Only enrollments for the current school year will be considered.
GradeLevel/Code	6	StudentGradeLevel	PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	
FTPTStatus	6	StudentGradeLevel	FullTime, PartTime	If SIF sends GradeLevel/Code of KG and FTPTStatus of PartTime, then SRM translates that into a StudentGradeLevel of HK
EntryDate			YYYYMMDD	Used to determine if this enrollment was active on the day of the incident.

ExitDate			YYYYMMDD	Used to determine if this enrollment was active on the day of the incident.
DisciplineIncident				
Report one DisciplineIncident per incident.				
SIF Field Used	Field #	Field Name	Valid Values / Format	Comments
@RefId				
@SchoolYear				Only enrollments for the current school year will be considered.
IncidentNumber	29, 101	IncidentReferenceNumber		
AgencyReporting[@SIF_RefObject='SchoolInfo']	102			Used to link to SchoolInfo
IncidentCategory/OtherCodeList/OtherCode[Codeset='StateProvince']	104	IncidentType		
VictimList/Victim/Injury	105	IncidentInjury	3063, 3064, 3065, 3579	translation from SIF to 636: 3063=M, 3064=S, 3065=N, 3579=S
IncidentDate	106	IncidentDate		
IncidentTime/@Type	107	IncidentContext	standard SIF codes	translation from SIF to 636: 100=D, 110=D, 120=D, 130=D, 140=D, 150=D, 197=D, 200=S, 210=S, 220=S, 300=S, 310=S, 320=N, 397=N, 999=""
IncidentLocation/@Type	108	IncidentLocation	standard SIF codes	Translation from SIF to 636: 3011=C, 3012=C, 3013=C, 3014=C, 3015=C, 3016=C, 3017=C, 3018=C, 3018=C, 3019=C, 3020=C, 3021=C, 3022=C, 3023=C, 3024=C, 3025=C, 3026=O, 3027=T, 3028=T, 3029=O, 3030=O, 3031=O, 3413=U, 9997=U
OffenderList/Offender/@Type	109	IncidentOffender		Translation from SIF to 636: 0126=S, 9997=U, everything else is N. If there is more than one offender of type S and N, then choose B.
IncidentReporter/@Type	110	IncidentReporter	standard SIF codes	Mapping from SIF to 636: 0126=S, 0850=X, 3054=P, 3059=X, 3060=X, 3061=X, 3062=X, 3168=X, 3422=T, 9997=U. Note there is no mapping for A or O. This mapping assumes that Wyoming will determine it is not necessary to distinguish between Administrator, Teacher, and Other School Staff.
IncidentActionList/IncidentAction/PoliceNotification	111	IncidentPoliceReport	Yes, No	
VictimList/Victim/@Type	112	IncidentVictim	standard SIF codes	Mapping from SIF to 636: 0126=S, 0850=X, 3054=P, 3059=X, 3060=X, 3061=X, 3062=X, 3168=X, 3422=T, 9997=U. Note there is no mapping for A or O. This mapping assumes that Wyoming will determine it is not necessary to distinguish between Administrator, Teacher, and Other School Staff. If there are no victims, then SRM will translate that into Z.

RelatedToList/RelatedTo	113	IncidentGangRelated		Translation from SIF to 636: 3068=Y everything else N
RelatedToList/RelatedTo	114	IncidentHateCrime		Translation from SIF to 636: 3069=Y everything else N
RelatedToList/RelatedTo	115	IncidentAlcohol		Translation from SIF to 636: 3066=Y everything else N
RelatedToList/RelatedTo	116	IncidentDrugs		Translation from SIF to 636: 3067=Y everything else N
WeaponTypeList/WeaponType	117	IncidentWeaponType	standard SIF codes	Mapping from SIF to 636: 0010=F, 0011=H, 0012=R, 0013=F, 0020=K, 0021=O, 0023=K, 0029=O, 0030=O, 0040=O, 0050=O, 0097=O, 0098=N, 0099=U. If there are multiple firearms (0010, 0011, 0012, 0013), then SRM will translate that to code M. The mapping for knife is not ideal.
IncidentCost	118	IncidentValue		
OffenderList/Offender/SIF_RefId/@SIF_RefObject				links to StudentPersonal
SIF_ExtendedElements/SIF_ExtendedElement[@Name='StudentIDEA']	13	StudentIDEA	<i>StudentPersonalRefId</i> =Y N, <i>StudentPersonalRefId</i> =Y N, ...	We need the IDEA per incident, so this extended element has to have the encoding of IDEA for each offender in this incident
OffenderList/Offender/ActionList/Action/StartDate	14	StudentActionDate		
OffenderList/Offender/ActionList/Action/OtherCodeList[@Codeset='StateProvince']	15	StudentAction	A, H, S, E, J, I, O, N, R	The only value preventing this from being a straight SIF mapping is H - "Alternative Place By a Hearing Officer due to IDEA". The closest SIF code is 3074 - "Change of placement (reassignment) resulting from an expulsion hearing"
OffenderList/Offender/ActionList/Action/OtherCodeList[@Codeset='StateProvince']	16	InitialAlternativePlacement	IAP	Translation from SIF to 636: IAP=Y, everything else N
OffenderList/Offender/ActionList/Action/OtherCodeList[@Codeset='StateProvince']	17	StudentModifiedExpulsion	SME_MO, SME_MI, SME_NO, SME_NI	Translation from SIF to 636: SME_MO=MO, SME_MI=MI, SME_NO=NO, SME_NI=NI
OffenderList/Offender/ActionList/Action/OtherCodeList[@Codeset='StateProvince']	18	ModifiedAlternativePlacement	MAP	Translation from SIF to 636: MAP=Y, everything else N
OffenderList/Offender/ActionList/Action/Duration	19	StudentDuration		
OffenderList/Offender/ActionList/Action	20	StudentSequence		derived based on the order in the list
OffenderList/Offender/ActionList/Action/OtherCodeList[@Codeset='StateProvince']	21	StudentHearingOffered	SHO	Translation from SIF to 636: SHO=Y, everything else N
OffenderList/Offender/ActionList/Action/OtherCodeList[@Codeset='StateProvince']	22	StudentHearingStatus	SHS_C, SHS_P, SHS_R	Translation from SIF to 636: SHS_C=C, SHS_P=P, SHS_R=R, otherwise leave blank
OffenderList/Offender/RelatedToList/RelatedTo	23	StudentGang		Translation from SIF to 636: 3068=Y everything else N
OffenderList/Offender/RelatedToList/RelatedTo	24	StudentAlcohol		Translation from SIF to 636: 3066=Y everything else N
OffenderList/Offender/RelatedToList/RelatedTo	25	StudentDrugs		Translation from SIF to 636: 3067=Y everything else N
OffenderList/Offender/RelatedToList/RelatedTo	26	StudentFightRelated		Translation from SIF to 636: 04645=Y everything else N

OffenderList/Offender/WeaponTypeList/WeaponType	27	StudentWeaponType	standard SIF codes	Mapping from SIF to 636: 0010=F, 0011=H, 0012=R, 0013=F, 0020=K, 0021=O, 0023=K, 0029=O, 0030=O, 0040=O, 0050=O, 0097=O, 0098=N, 0099=U. If there are multiple firearms (0010, 0011, 0012, 0013), then SRM will translate that to code M. The mapping for knife is not ideal.
OffenderList/Offender/Injury	28	StudentInjury	standard SIF codes	translation from SIF to 636: 3063=M, 3064=S, 3065=N, 3579=S. The SIF specification says this is the injury of the offender, but we need the injury INFLICTED by the offender, so we are just going to use the SIF field as the injury inflicted BY the offender.

WDE636 - Contact Info

Support

- * The WDE is committed to providing districts with the tools and information they need to make the WISE project successful. Any suggestions that could make the process better are welcomed.
- * WDE appreciates all efforts that will make WISE a solution that works for everyone.

* You are always welcome to contact us directly at any time. Our contact information is below.

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